

STRATEGIC MANAGEMENT INFORMATION SYSTEM

User's Guide



Welcome to SMIS

Untitled-1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address D:\demo\welcomepage.html Go

WELCOME.....

THIS GUIDE IS INTENDED TO GIVE YOU AN IDEA OF HOW SMIS WORKS AND WHAT IT CAN DO FOR YOU.....

SMIS HAS 4 MAJOR FUNCTIONAL COMPONENTS:

- 1) SCORECARDS - The aggregate value of performance based upon the performance of its component metrics.
- 2) DASHBOARDS - The "drill-down" function that provides information about individual metrics and their performance.
- 3) UTILITIES - Functions that enable data input, maintenance, and other tasks.
- 4) NAVIGATION TOOLS - Menu bars, back buttons, breadcrumbs, etc., that enable you to jump around the SMIS site as required.

For the purpose of this Guide, you will see the SMIS NAVIGATOR who will provide purpose information and directions for operating the Guide functions.

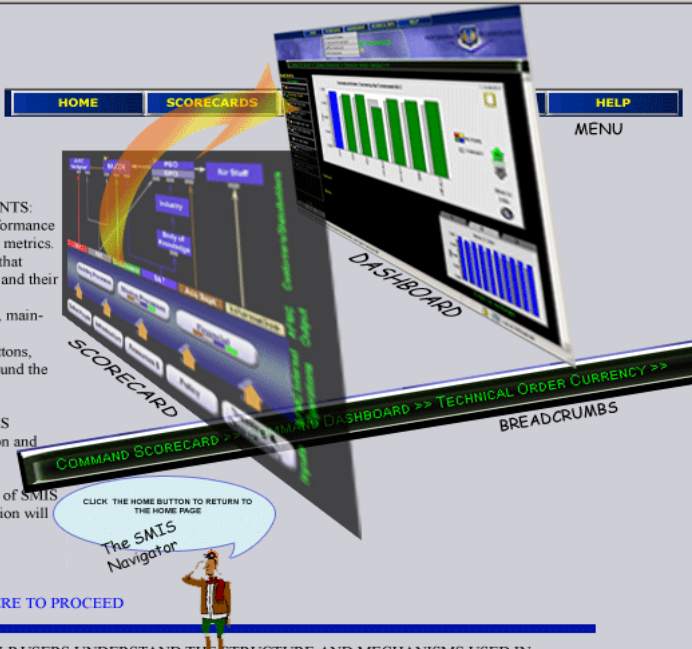
The Guide functions are limited to simple examples of SMIS functionality. It can be assumed that the same function will provide the same result throughout the actual site.

CLICK THE HOME BUTTON TO RETURN TO THE HOME PAGE

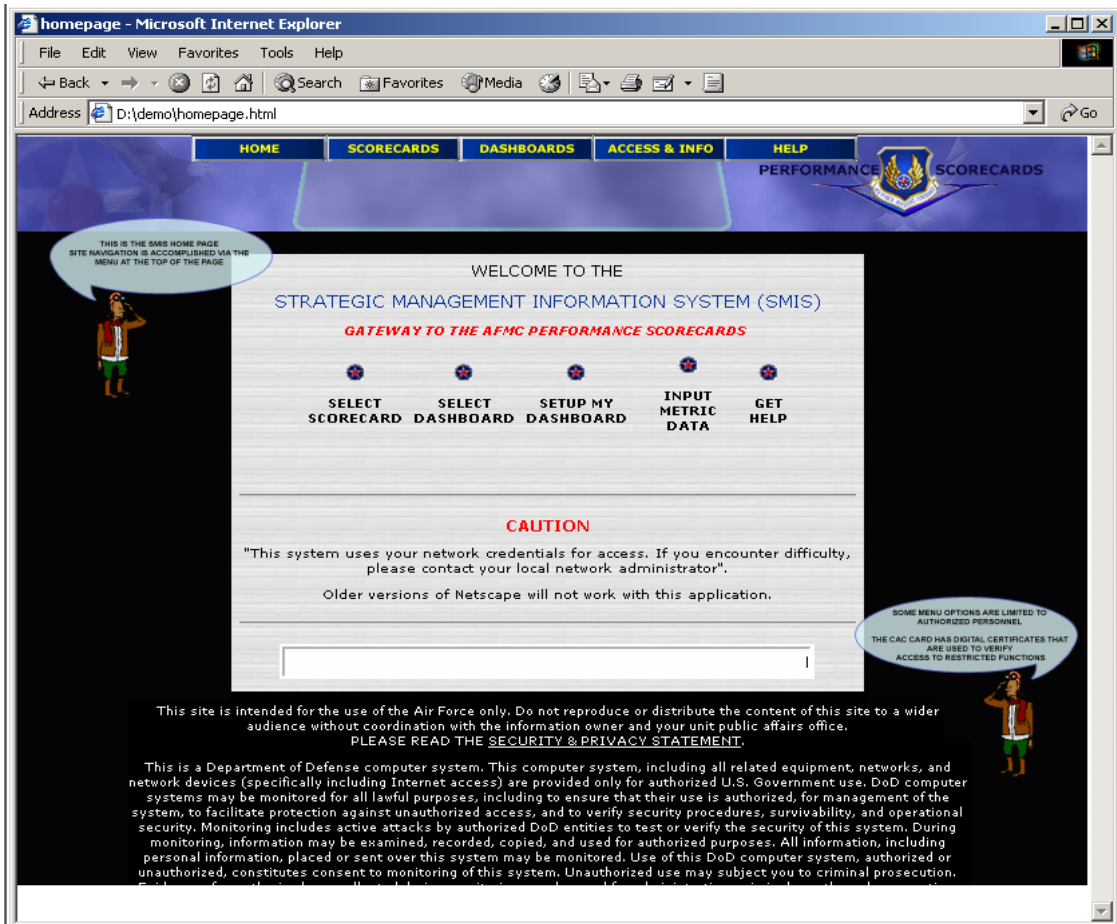
The SMIS Navigator

CLICK ANYWHERE TO PROCEED

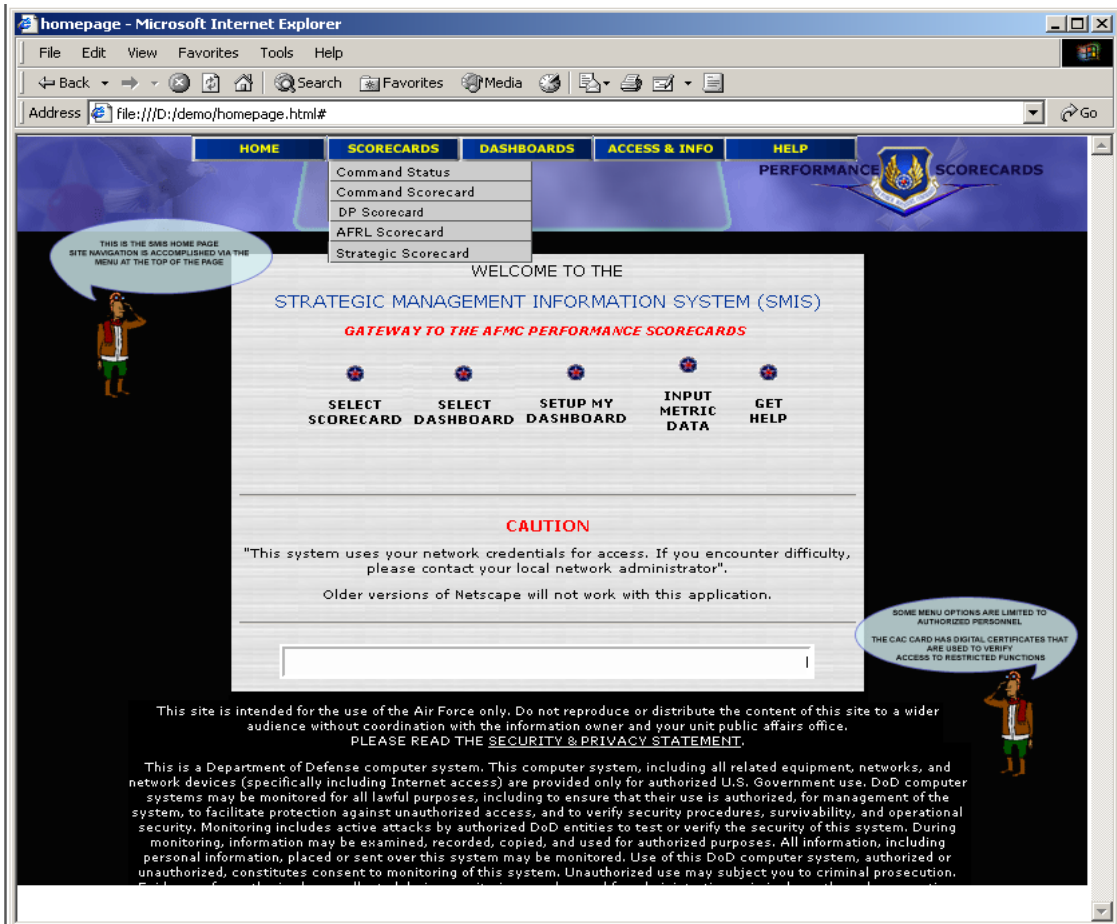
THIS GUIDE IS INTENDED TO HELP USERS UNDERSTAND THE STRUCTURE AND MECHANISMS USED IN SMIS. WHILE THE GUIDE WILL BE UPDATED PERIODICALLY, DUE TO THE DYNAMIC NATURE OF THE SYSTEM REQUIREMENTS, DIFFERENCES WILL BE NOTED BY USERS BETWEEN THE GUIDE AND THE ACTUAL SYSTEM. THE PROGRAM OFFICE WILL MONITOR THE DIFFERENCES AND DETERMINE THE TIMING OF UPDATES.



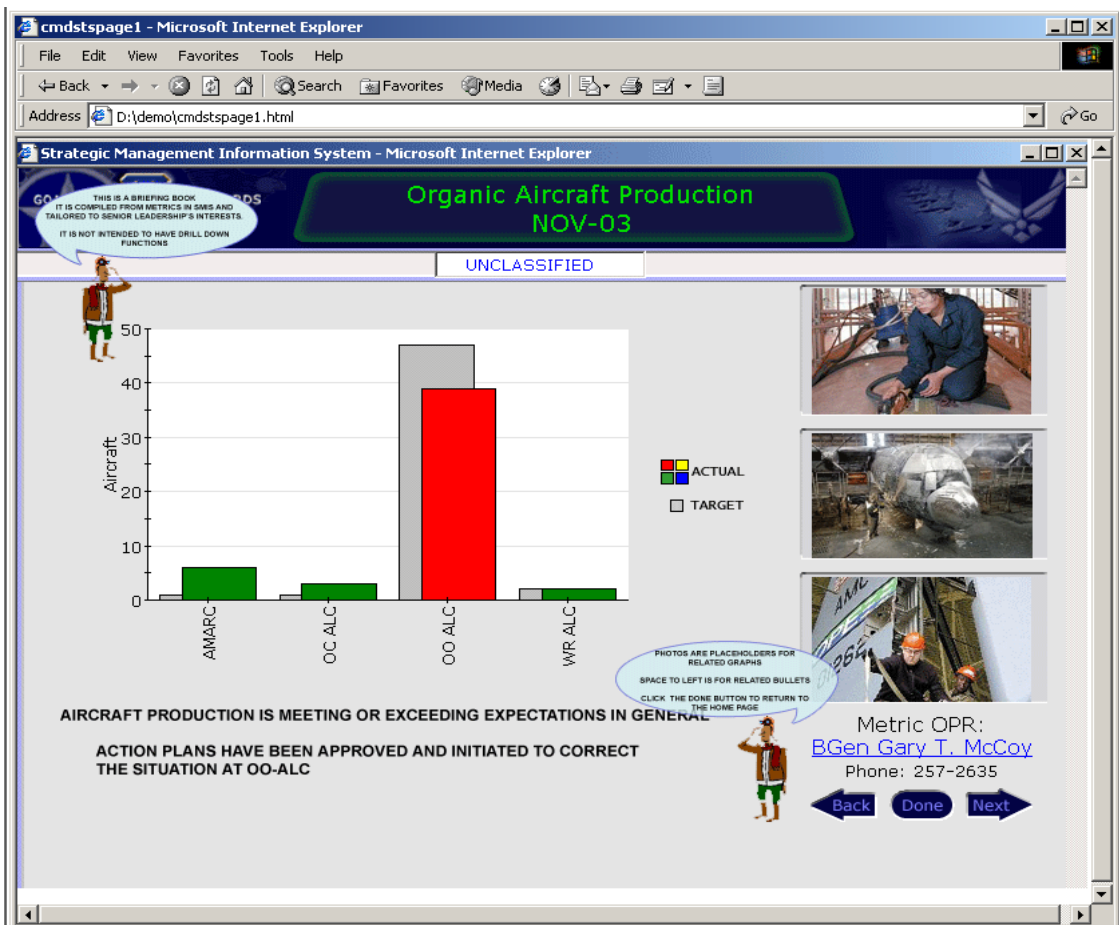
Home Page



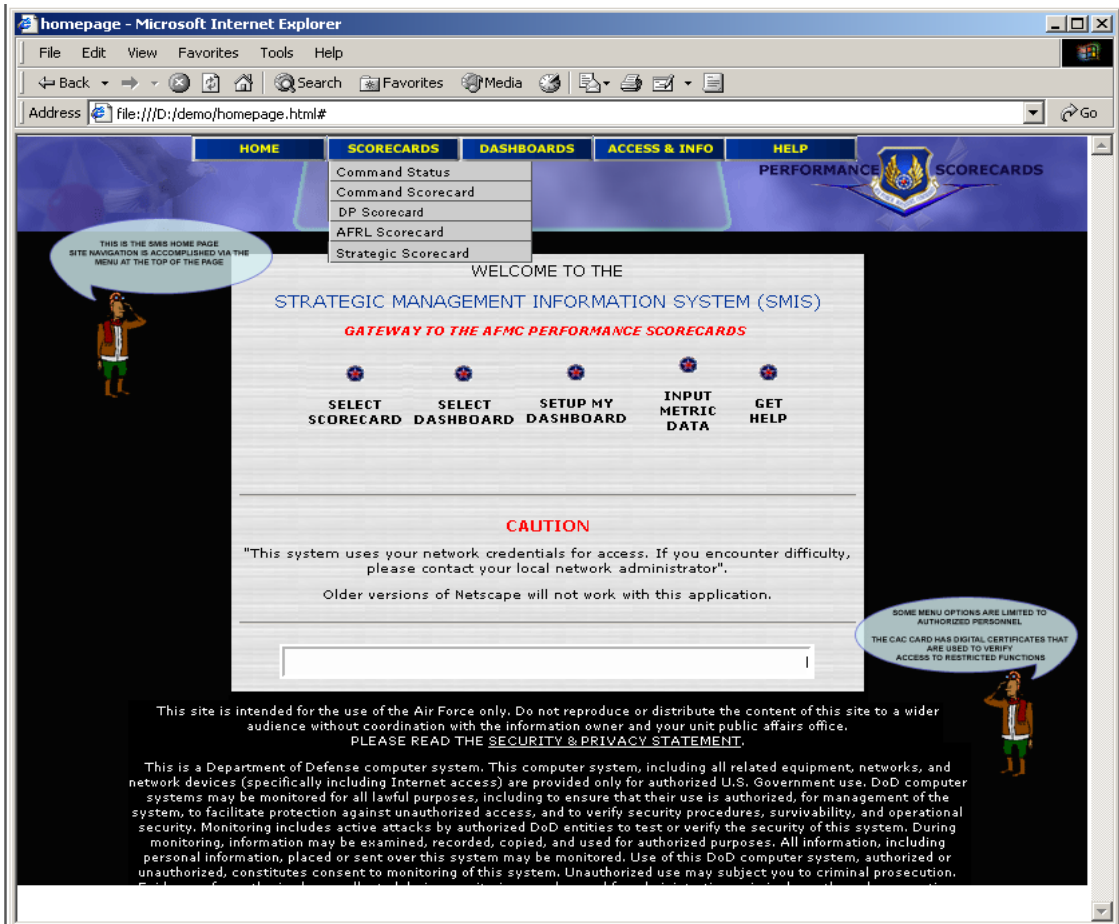
Click Command Status – Goes to Briefing Book



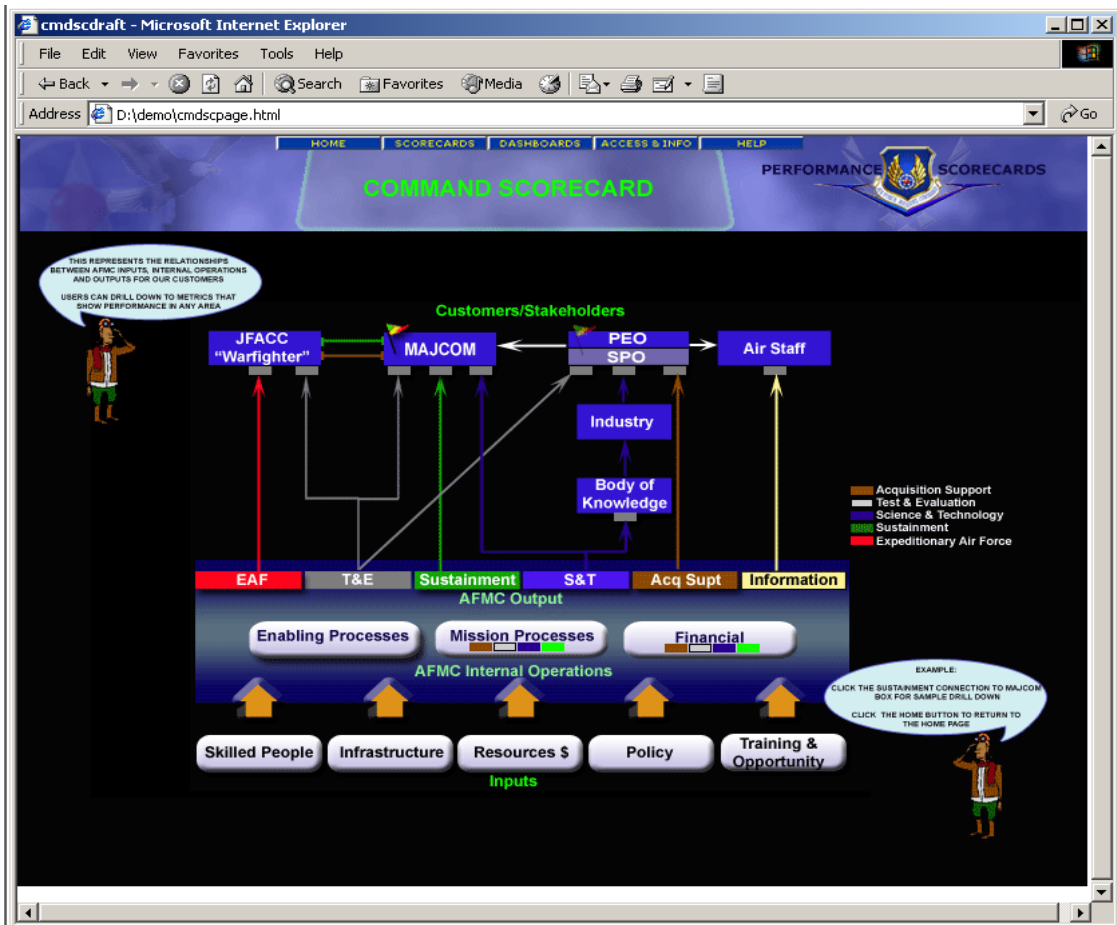
Briefing Book Page



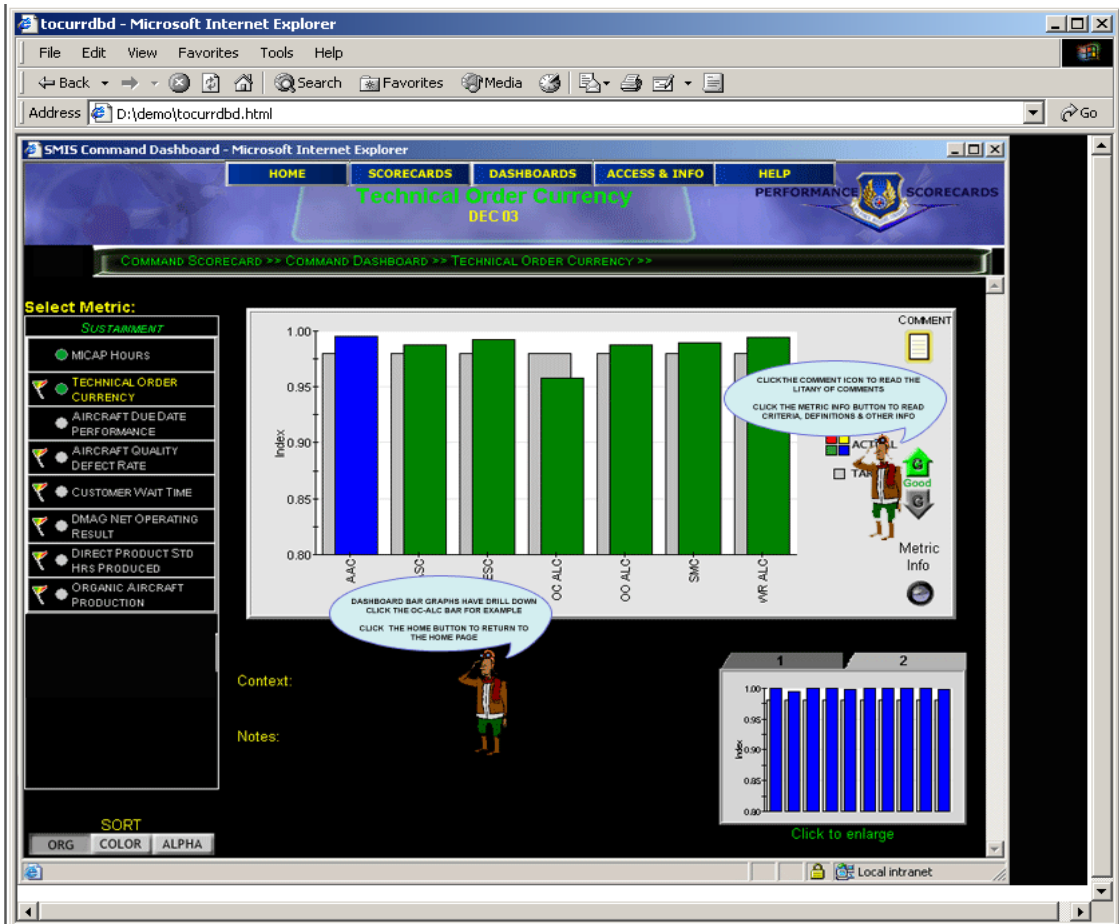
Click Menu: Command Scorecard – Goes to Scorecard



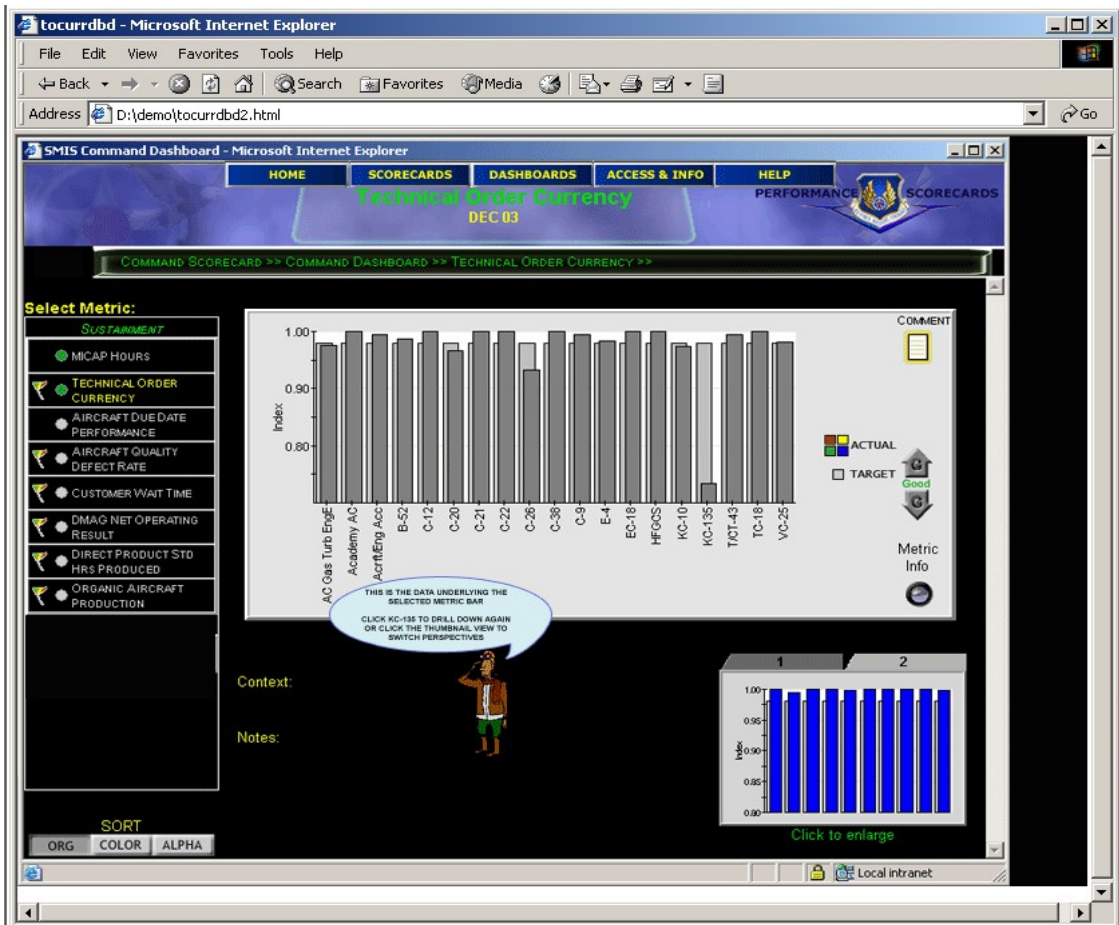
Click Sustainment Box - Goes to Dashboard



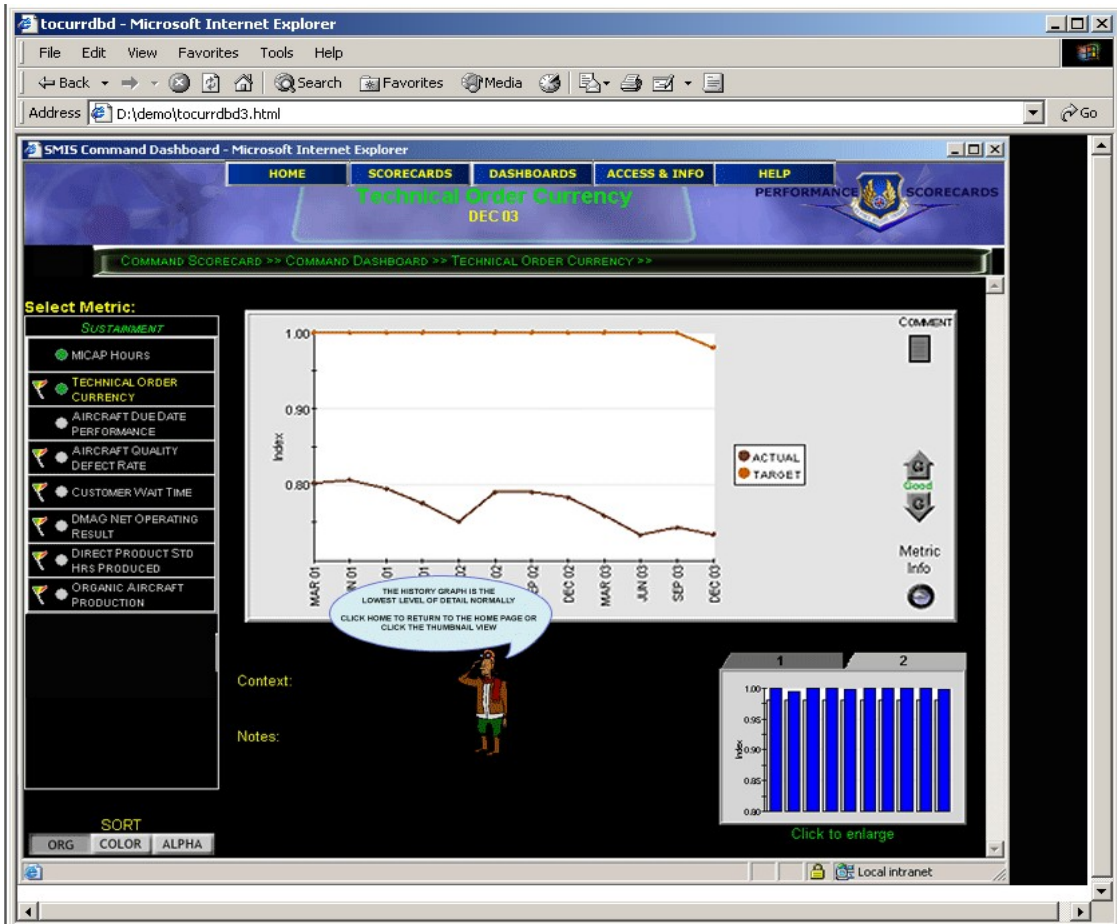
Click OC-ALC Bar - Drills-down to Details



Click KC-135 - Drills-down to History



Click Thumbnail @ Lower Right - Gives Alternate Drill Path



Click Metric Info Button - Displays a New Window

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application titled "SMIS Command Dashboard". The browser's address bar shows "D:\demo\tocurddbinfo.html". The web application has a navigation menu with "HOME", "SCORECARDS", "DASHBOARDS", "ACCESS & INFO", and "HELP". The "SCORECARDS" section is active, showing a "Technical Order Currency" scorecard. A "Metric Info" window is open, displaying the following information:

Metric Information

Metric Definition:
The TO Currency Index measures the currency of Air Force TOs. It reflects the percentage of pages that contain current tech data and therefore do not have pending change requests, pending updates or supplements against them.

Criteria

- Blue:** When the TO Currency actual index is 2 percent or more above goal or index is .995 or higher
- Green:** When the TO Currency actual index is 0 to 2.9 percent below goal or up to 1.9 percent above goal
- Yellow:** When the TO Currency actual index is 3 to 4.9 percent below goal
- Red:** When the TO Currency actual index is 5 percent or more below goal or index is .90 or below

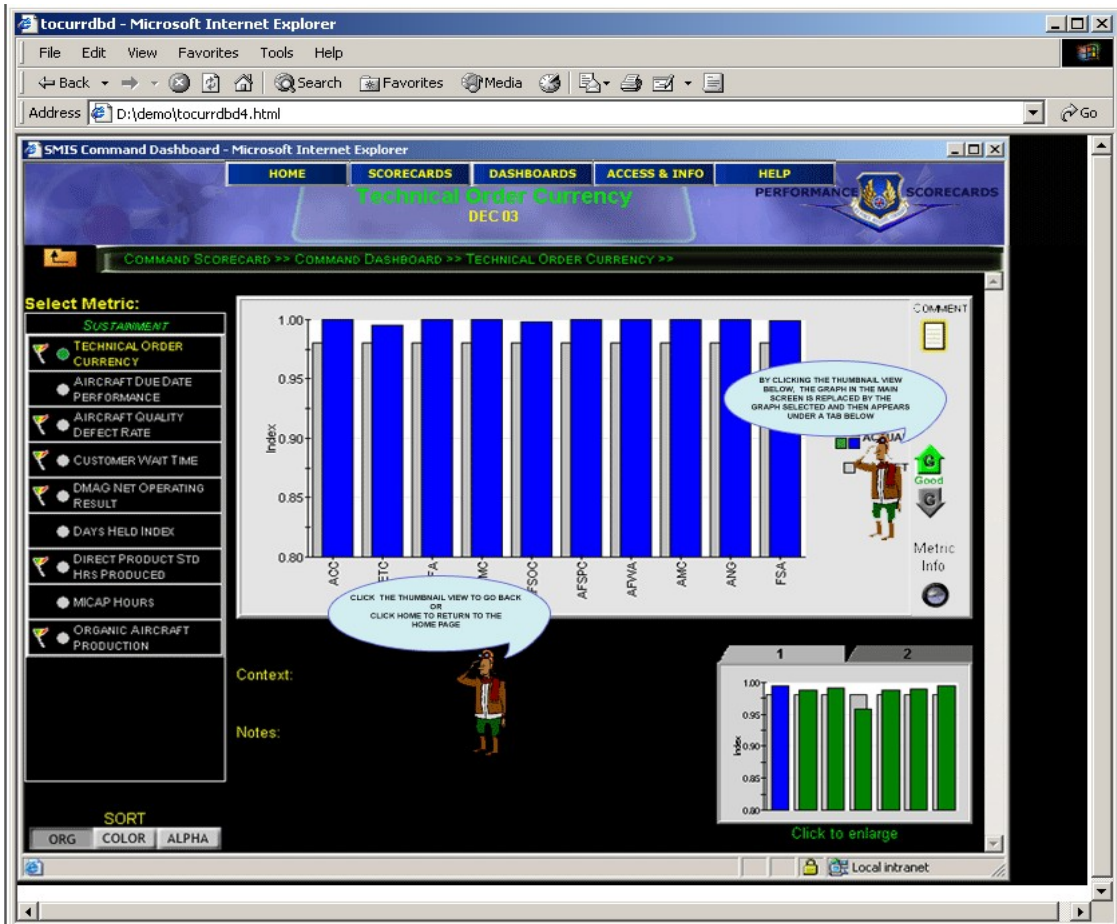
OPR: [Jon S. Ogg \(257-0066\)](#)

Data Owner: [Mary Ann Luebcke \(257-6448\)](#)

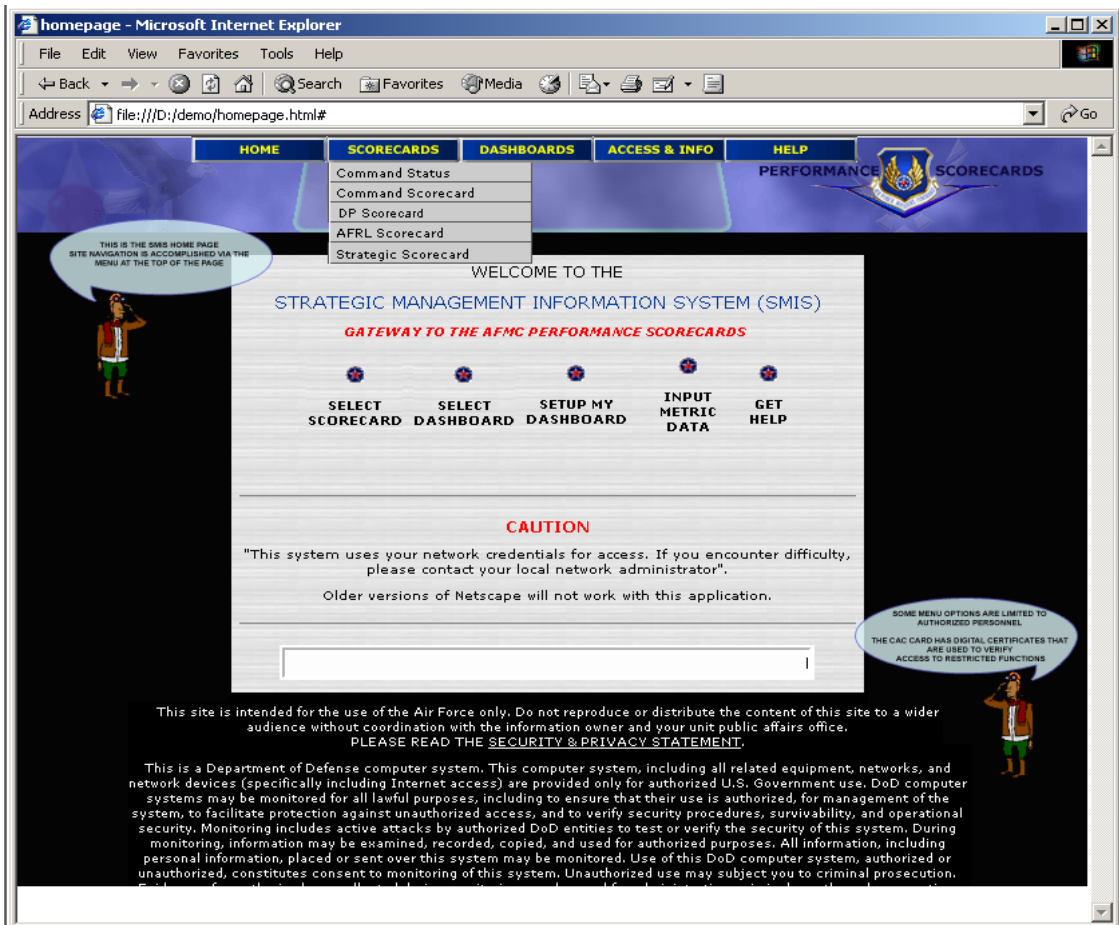
Notes:

The background scorecard shows a "Select Metric:" dropdown with "TECHNICAL ORDER CURRENCY" selected. It displays a "VR ALC" bar chart with a green bar, a "COMMENT" section, and a "Metric Info" button. A bar chart at the bottom shows "Index" values from 0.90 to 1.00.

Click Home - Goes to Home Page



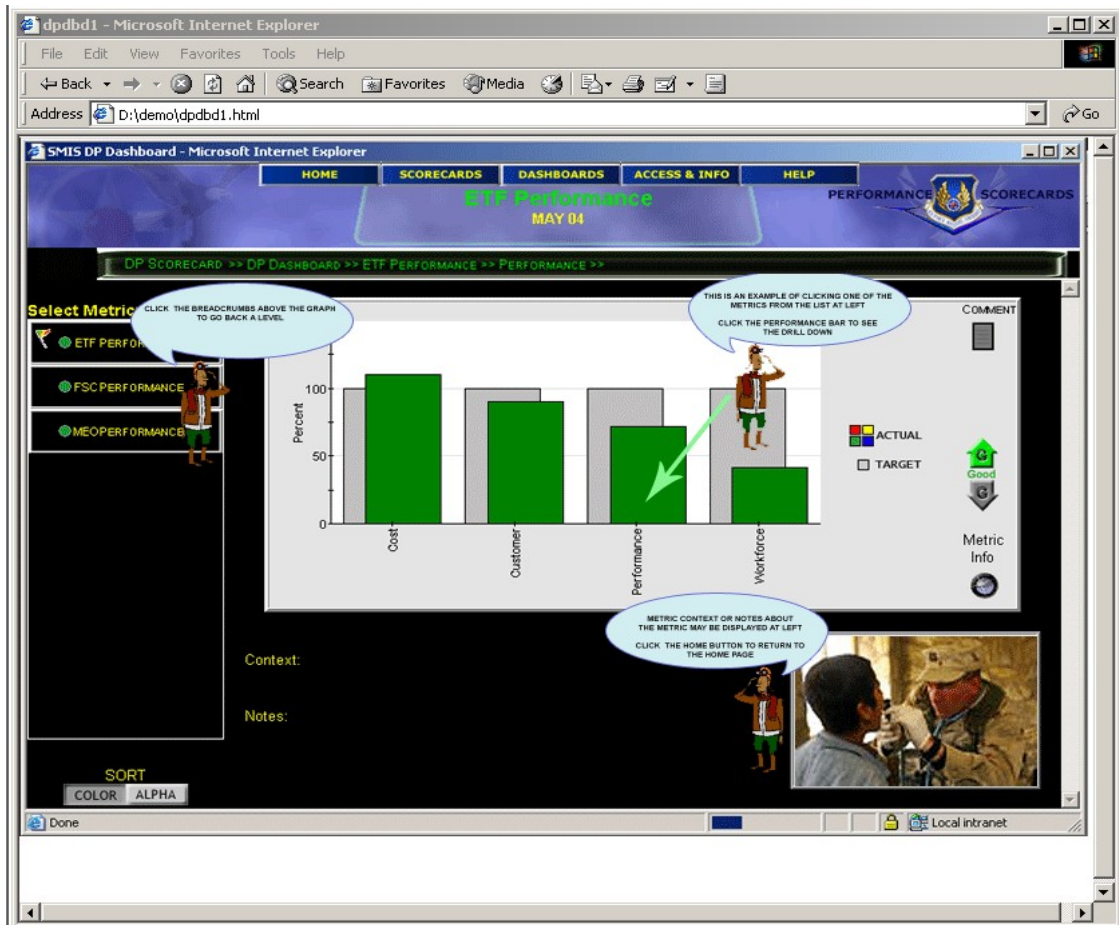
Click DP Scorecard – Goes to Scorecard



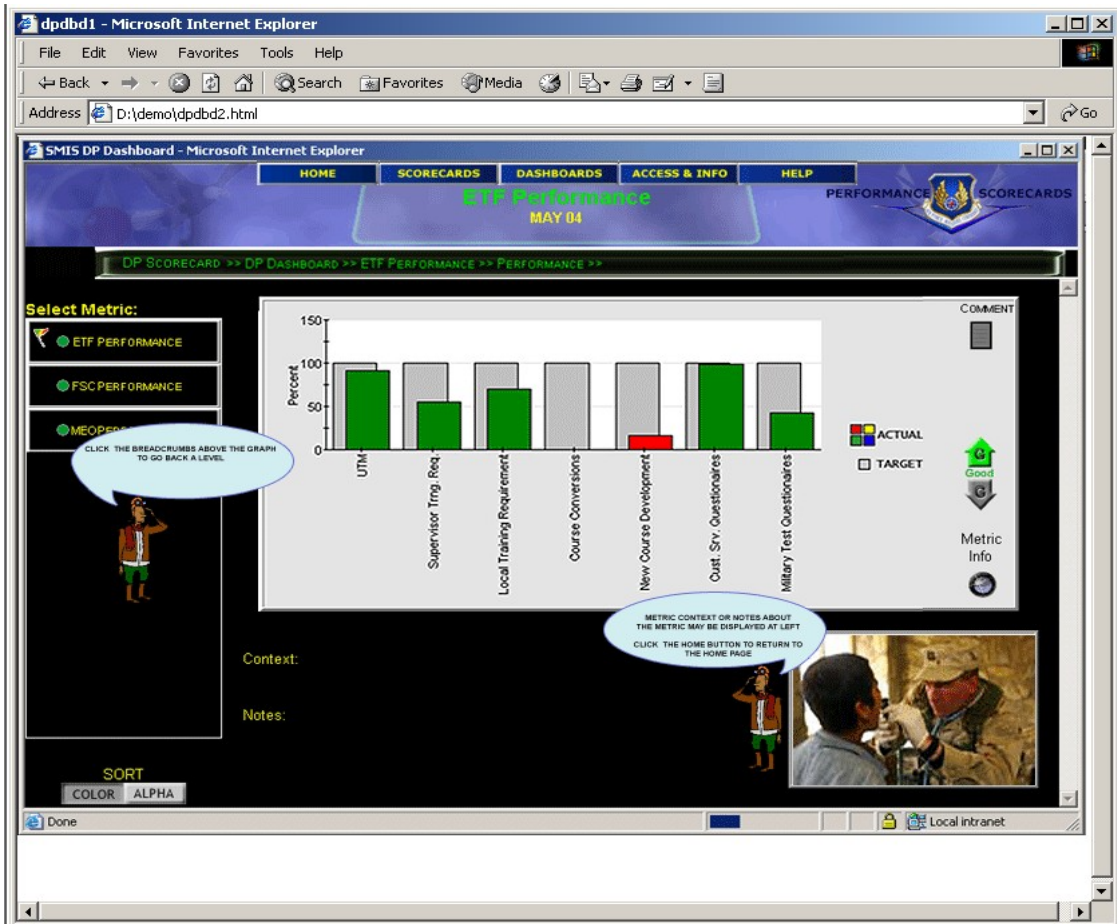
Click Customer Service Delivery - Goes to Dashboard

The screenshot shows a Microsoft Internet Explorer window displaying a web application titled "dpssc - Microsoft Internet Explorer". The address bar shows "D:\demo\dpssc.html". The page features a navigation bar with links: HOME, SCORECARDS, DASHBOARDS, ACCESS & INFO, and HELP. Below the navigation bar, there is a "forecard" logo and a "PERFORMANCE SCORECARD" header. The main content area displays a hierarchical scorecard diagram. At the top, a callout box states: "THIS SCORECARD IS A HQ AFMC EXAMPLE. IT DISPLAYS THE ORGANIZATIONAL STRATEGIC OBJECTIVES AND THEIR RELATIONSHIPS." The diagram consists of several levels of objectives in ovals: "BE WORKPLACE OF CHOICE", "RIGHT PEOPLE, RIGHT PLACE, RIGHT TIME TODAY & TOMORROW", "BE EASY TO DO BUSINESS WITH", "ALIGN AFMC PERFORMANCE TO STRATEGY", "MANAGE HUMAN CAPITAL COSTS", "DELIVER SERVICES COST EFFECTIVELY", "FORCE DEVELOPMENT", "CUSTOMER SERVICE DELIVERY", "FOSTER PERSONAL AND PROFESSIONAL GROWTH", "FOSTER A TEAM ENVIRONMENT", "EXPLOIT TOOLS TO IMPROVE SERVICE", and "FOSTER INNOVATIVE BEHAVIOR". A callout box on the right side of the diagram explains: "CLICKING ON AN OBJECTIVE (BUBBLE) DISPLAYS RELATED METRICS. CLICK CUSTOMER SERVICE DELIVERY, FOR EXAMPLE. CLICK THE HOME BUTTON TO RETURN TO THE HOME PAGE." At the bottom of the page, a disclaimer reads: "This site is intended for the use of the Air Force only. Do not reproduce or distribute the content of this site to a wider audience without coordination with the information owner, your unit public affairs office. PLEASE READ THE [SECURITY & PRIVACY STATEMENT](#)." The browser's status bar at the bottom indicates "Local intranet".

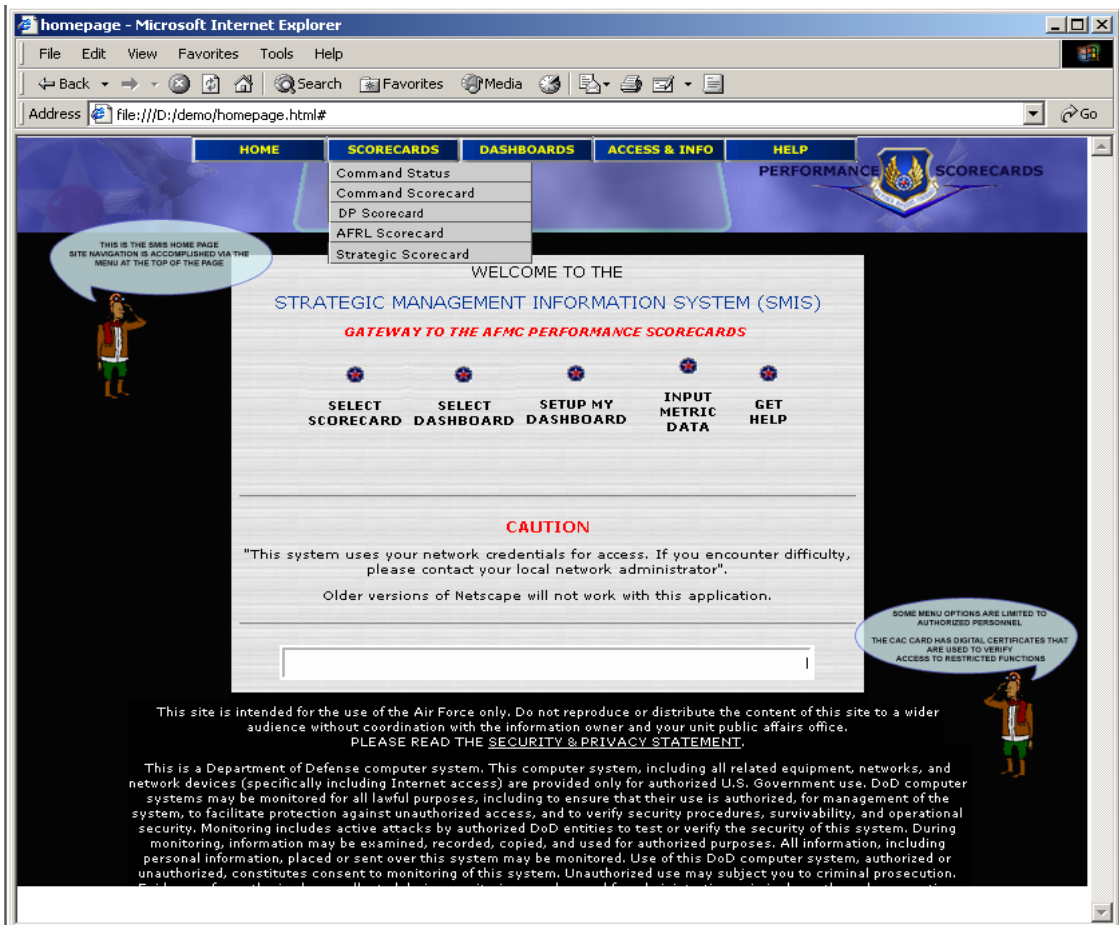
Click Performance Bar - Drills-down to Details



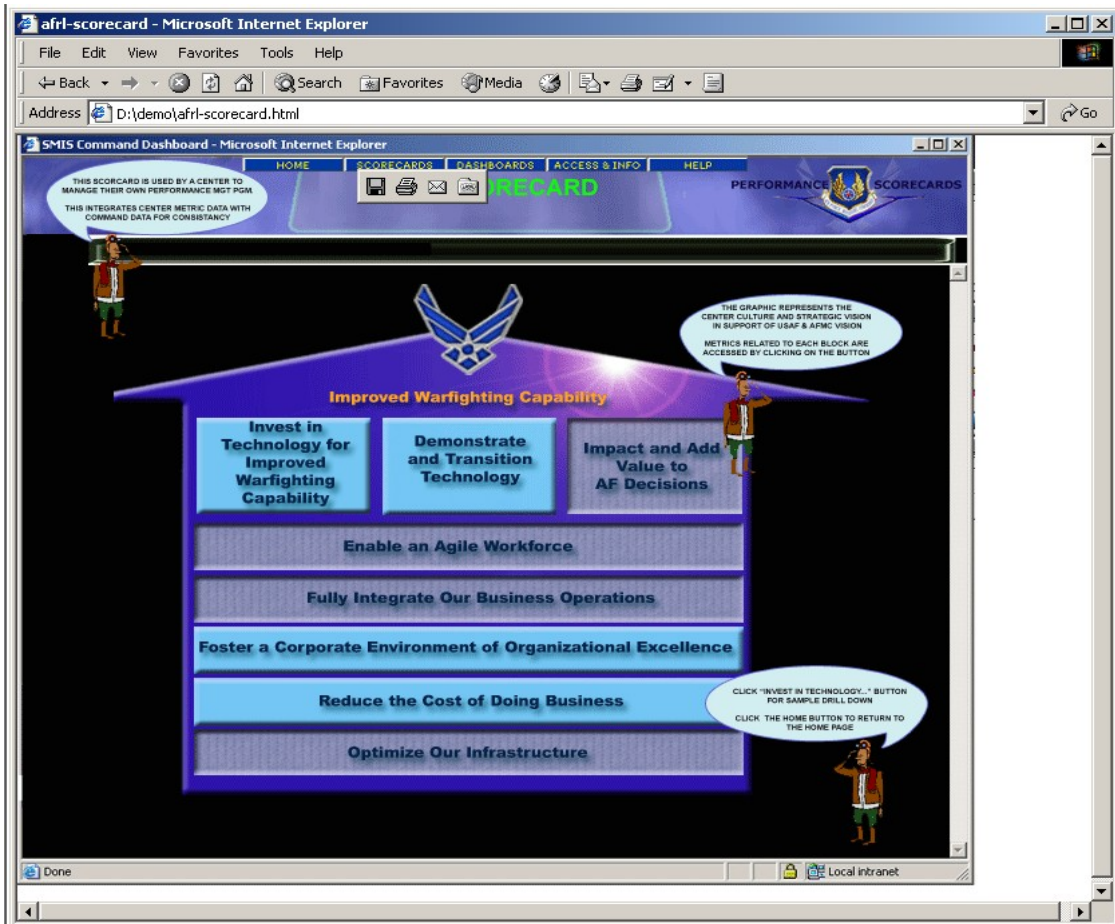
Click Home - Goes to Home Page



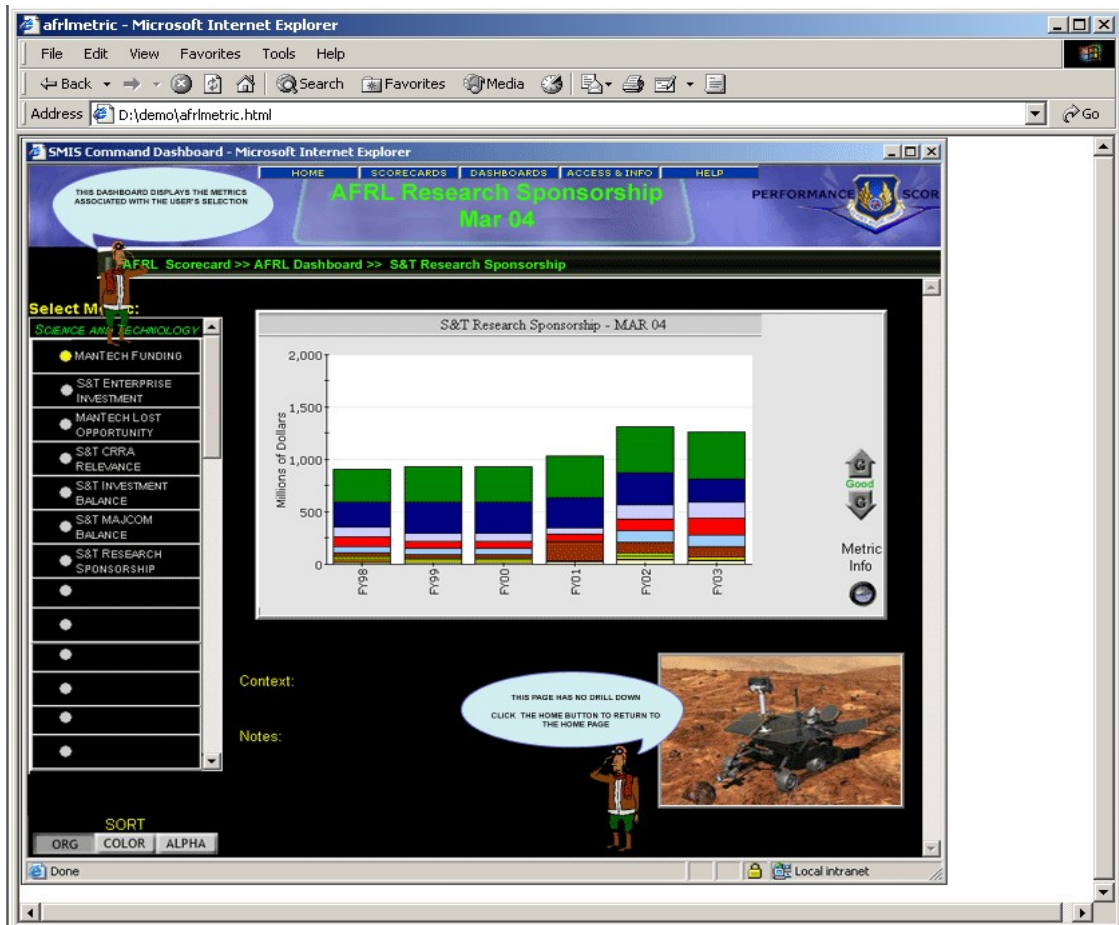
Click AFRL Scorecard - Goes to Scorecard



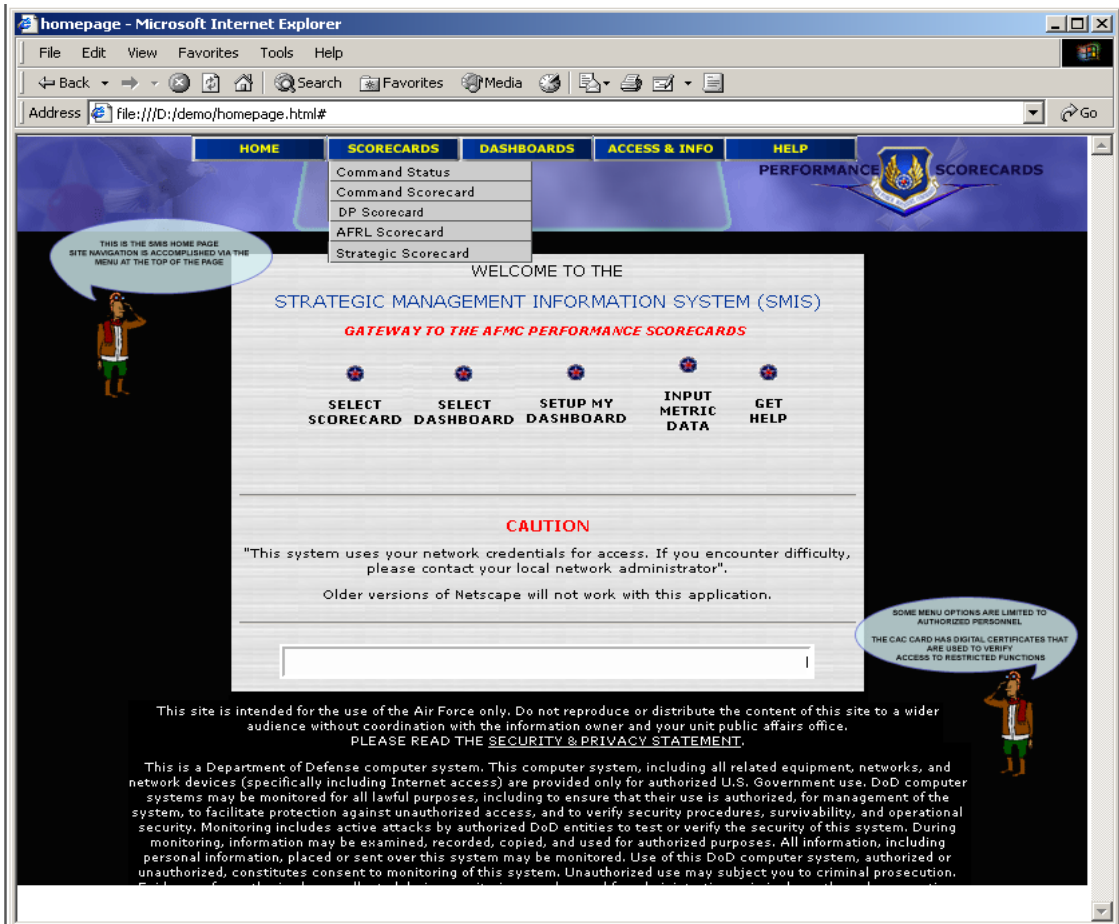
Click Invest in Technology... - Goes to Dashboard



Click Home - Goes to Home Page



Click Strategic Scorecard- Goes to Scorecard



Click 1st Objective – Drills-down to Details

stratasc - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address D:\demo\stratasc.html Go

Strategic Management Information System - Microsoft Internet Explorer

HOME SCORECARDS DASHBOARDS ACCESS & INFO HELP

GOALS AND STANDARDS

THE STRATEGIC SCORECARD PROVIDES THE LINKAGE BETWEEN DEFENSE, AIR FORCE AND AFMC STRATEGIES. CLICK THE FIRST OBJECTIVE FOR SAMPLE DRILL DOWN.

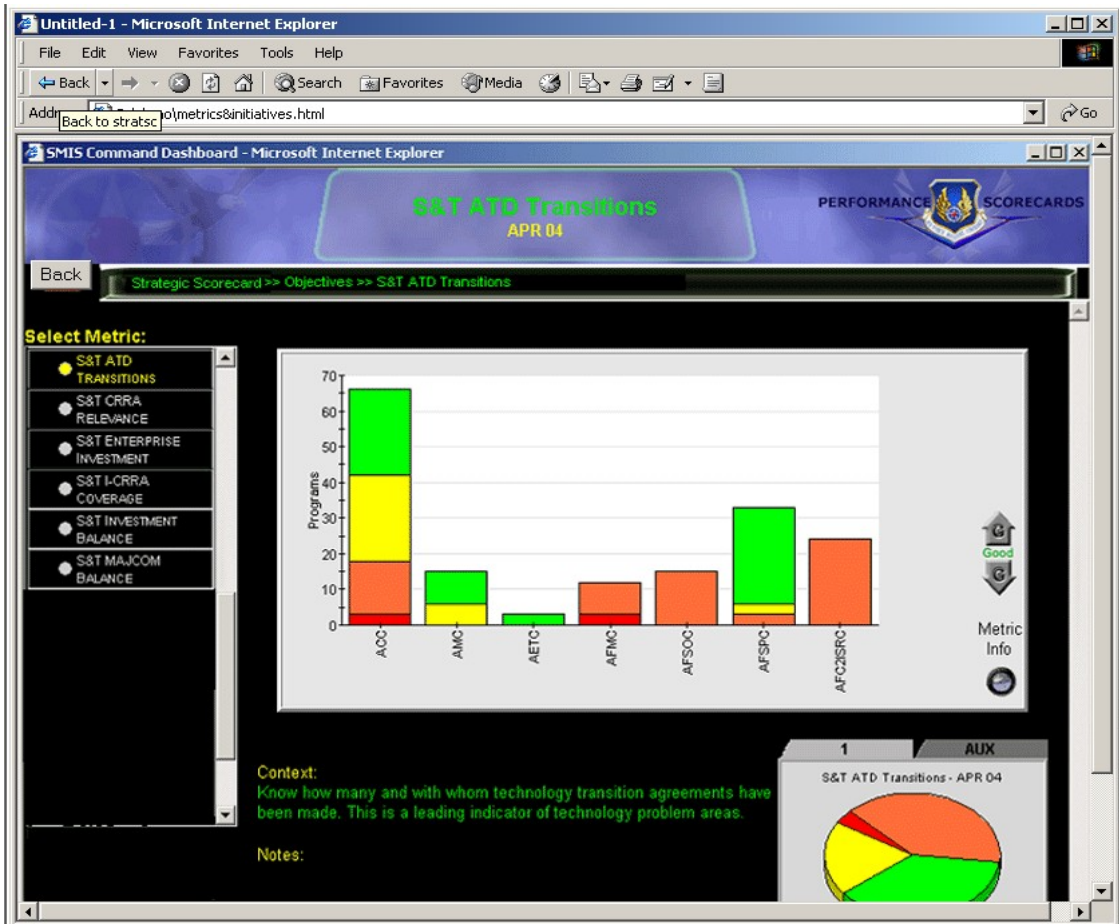
Strategic Scorecard

GOAL	OBJECTIVE	PLAN	OUTCOME
Develop and transition technology to maintain air, space and information dominance	Revitalize capability planning		
	Transform warfighting capability with information		
	0% cost growth in depot/supply [timeframe] (AF/IL target)		
	Increase depot throughput 20% [timeframe] (AF/IL target)		
	Support SAF/AQ goals		
Develop, Field and Sustain war-winning expeditionary capabilities on time, on cost	<10% CSP breaches [timeframe] (SAF/AQ target)		
	Decrease weapon system acquisition cycle time by 75% [timeframe] (SAF/AQ target)		
	Revitalize fielding		
Provide opportunities for career development and progression	...		
Operate quality installations	Safe and secure place to live and work		
	Infrastructure to develop and sustain the capabilities required to maintain air, space and information dominance		
Sustain a healthy and fit workforce	Provide the facilities and time for health and fitness		

Overarching Vision & Guiding Principles

IT WILL BE USED TO TRACK PROGRESS IN EXECUTING STRATEGIC INITIATIVES. CLICK "OVERARCHING VISION..." BAR TO SEE BACKGROUND. CLICK HOME BUTTON TO RETURN TO THE HOME PAGE.

Click Back - Return to Scorecard



Click Yellow Bar - Goes to Vision & Principles

stratasc - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address D:\demo\stratasc.html Go

Strategic Management Information System - Microsoft Internet Explorer

HOME SCORECARDS DASHBOARDS ACCESS & INFO HELP

GOALS AND STANDARDS

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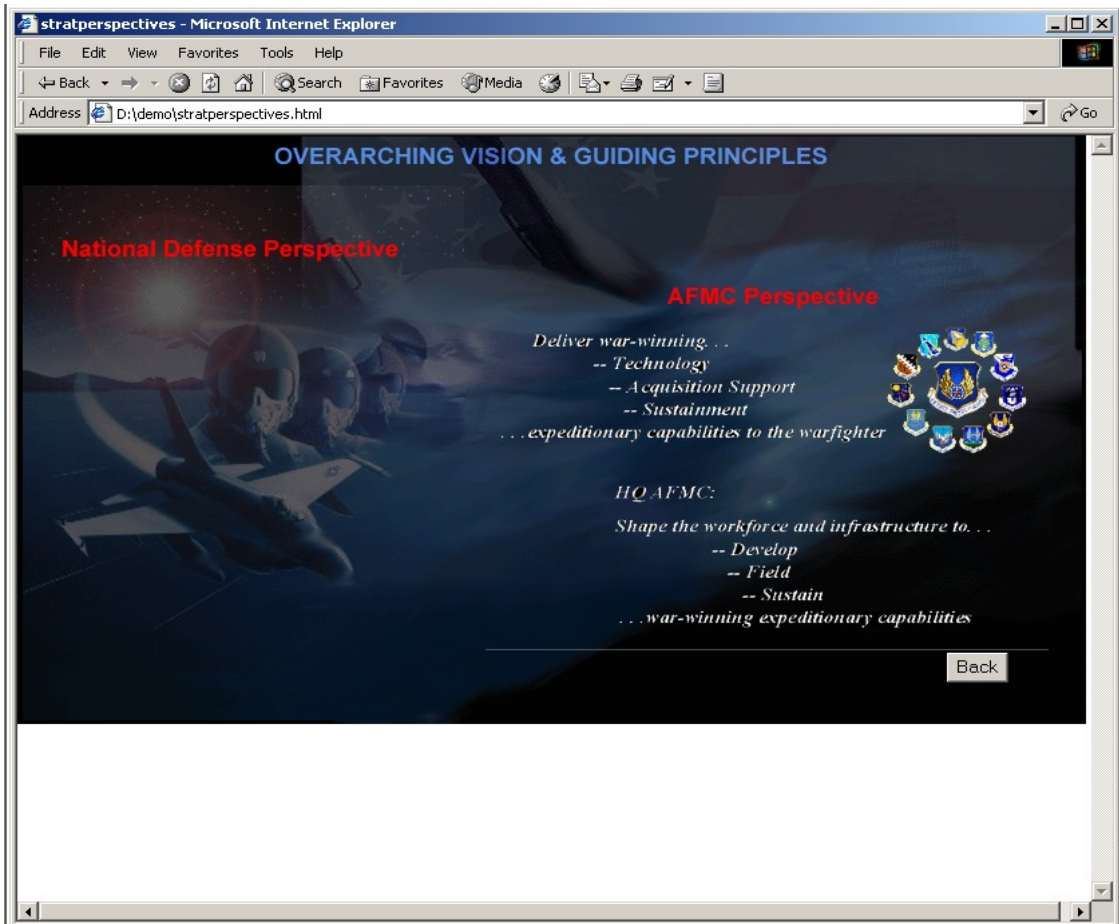
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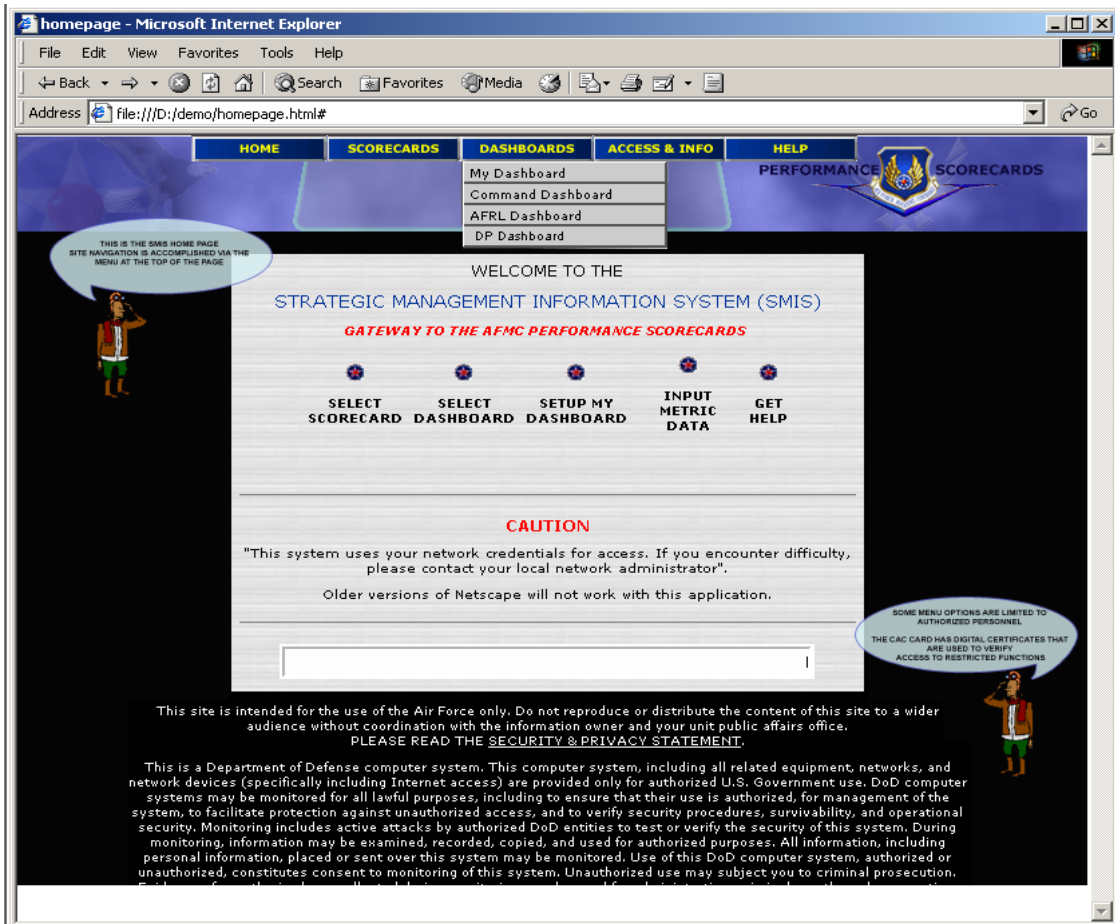
Overarching Vision & Guiding Principles

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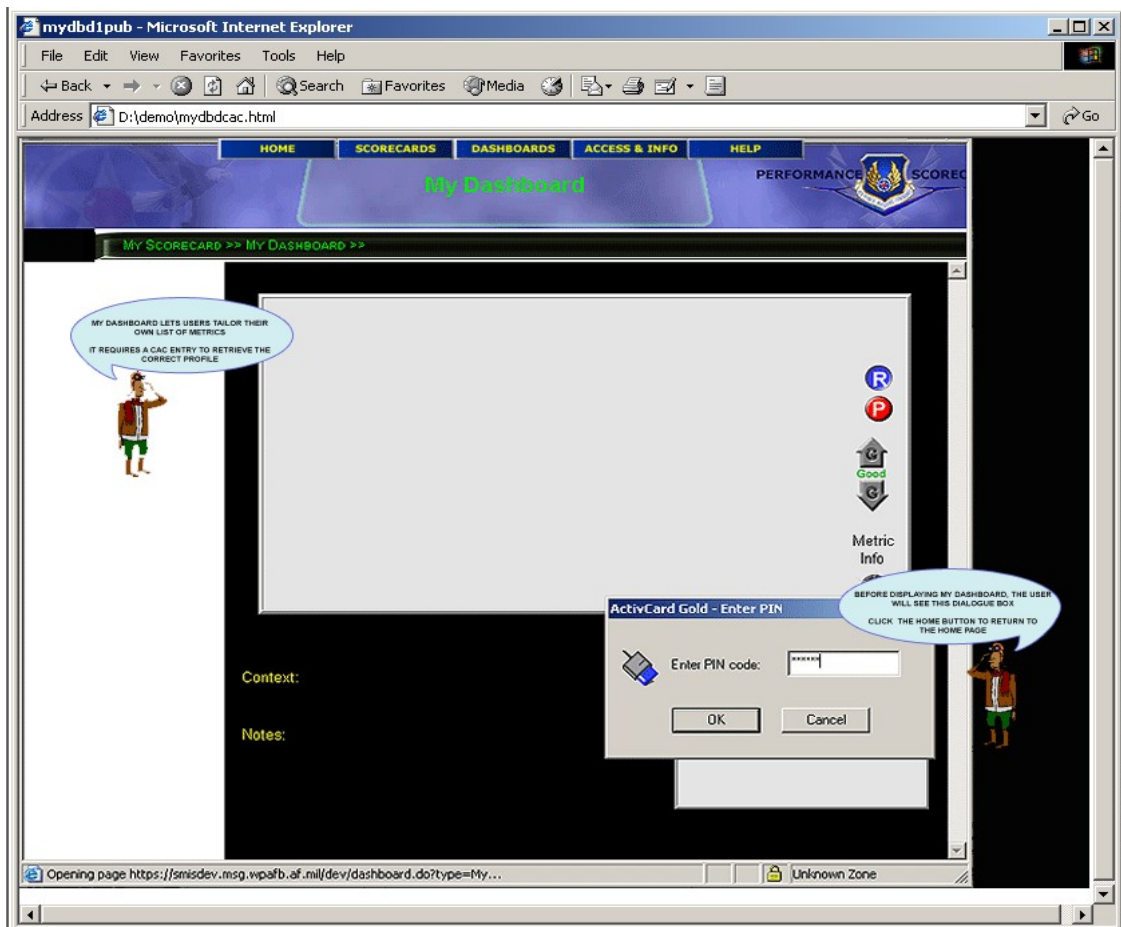
Click Back



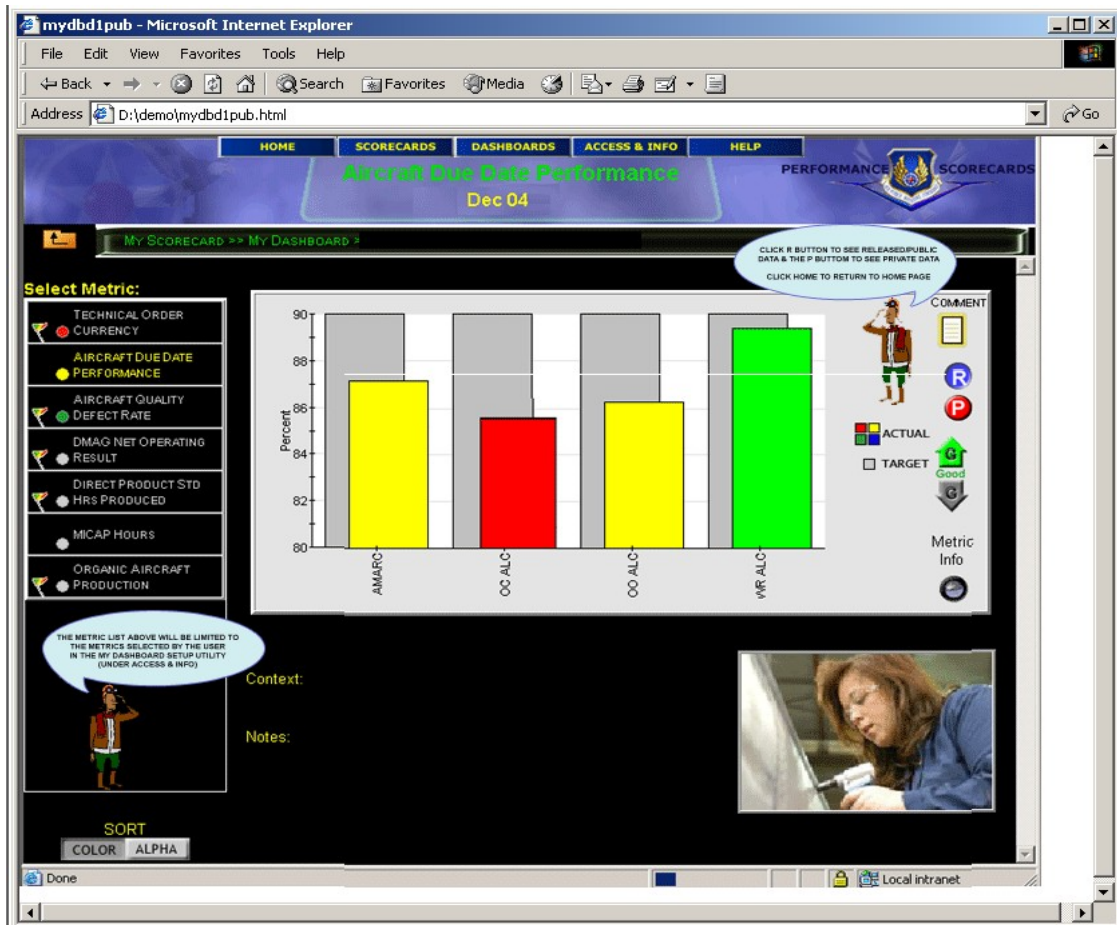
Click Set-up My Dashboard – Goes to Dashboard



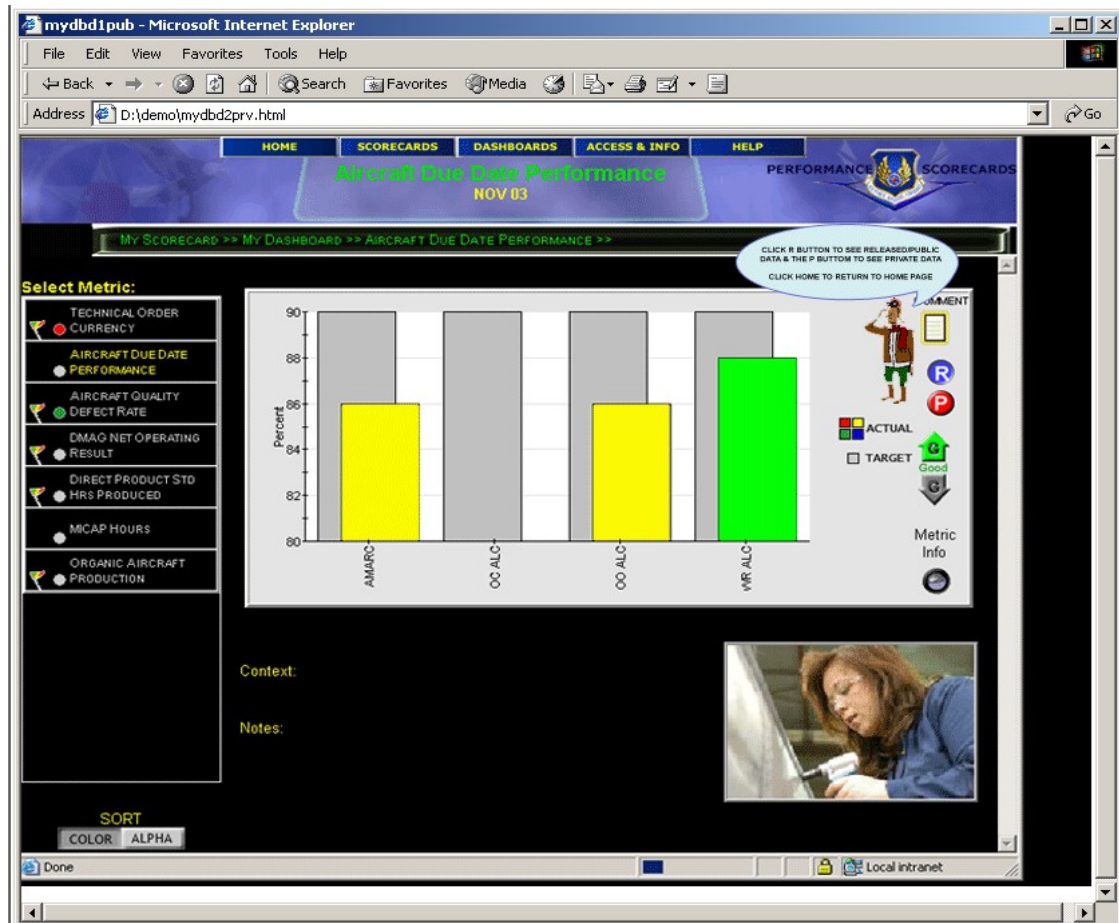
Enter PIN & Click OK - Goes to My Dashboard



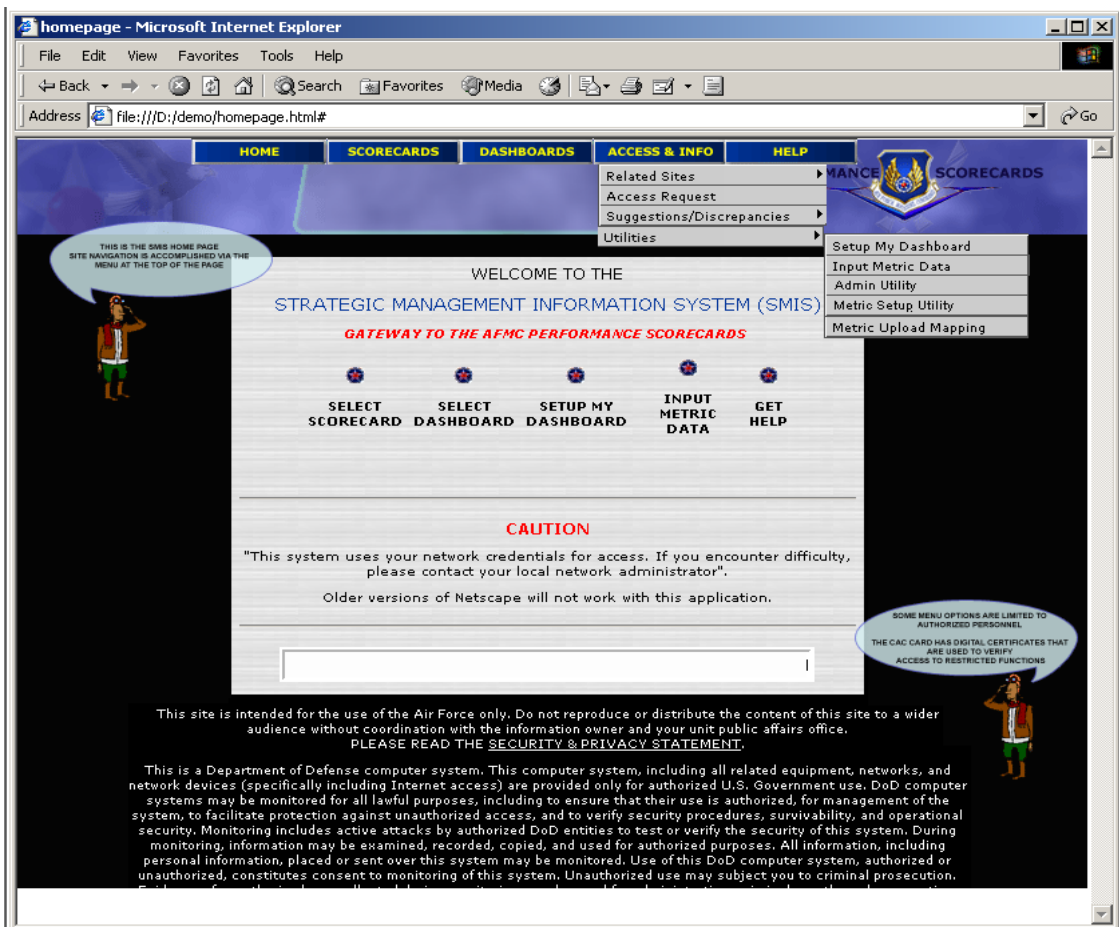
Click "P" Button - Goes to Private Data View



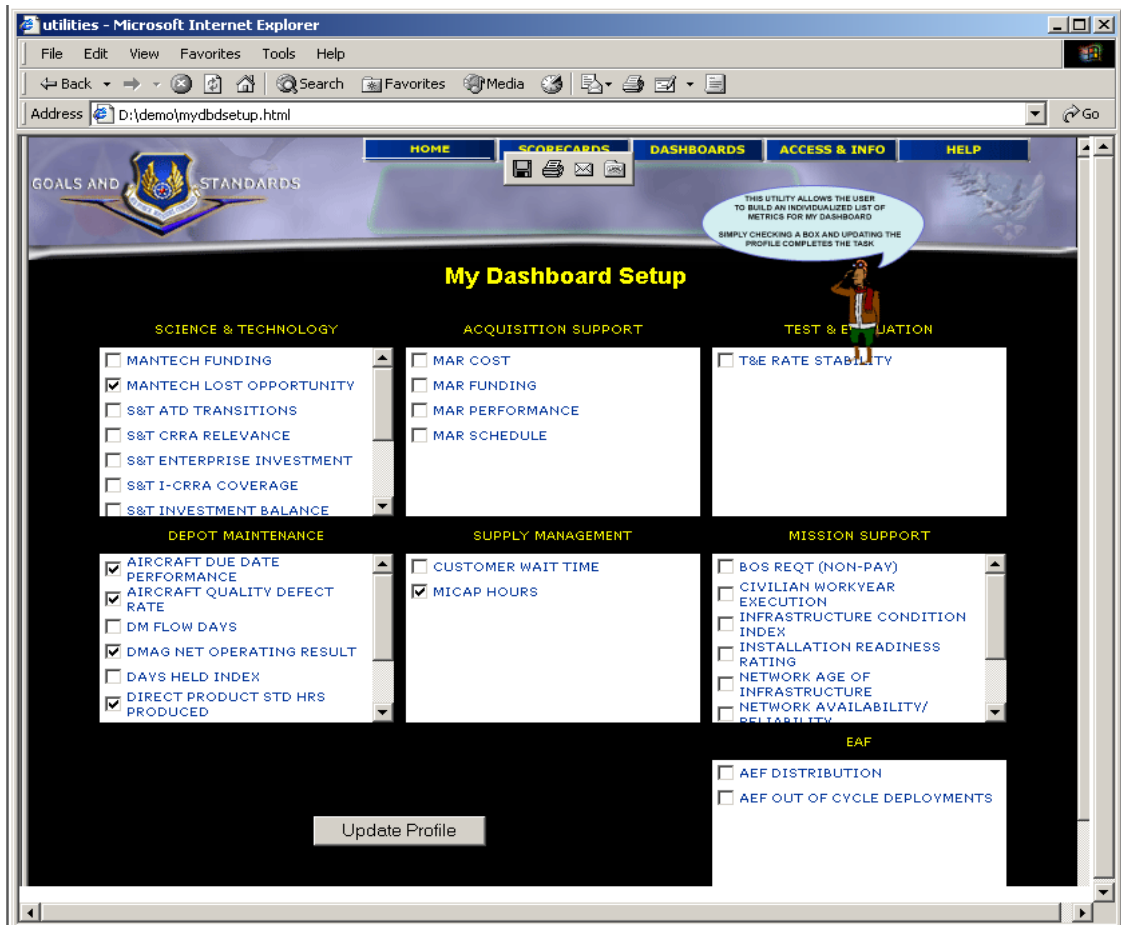
Click Home - Goes to Home Page



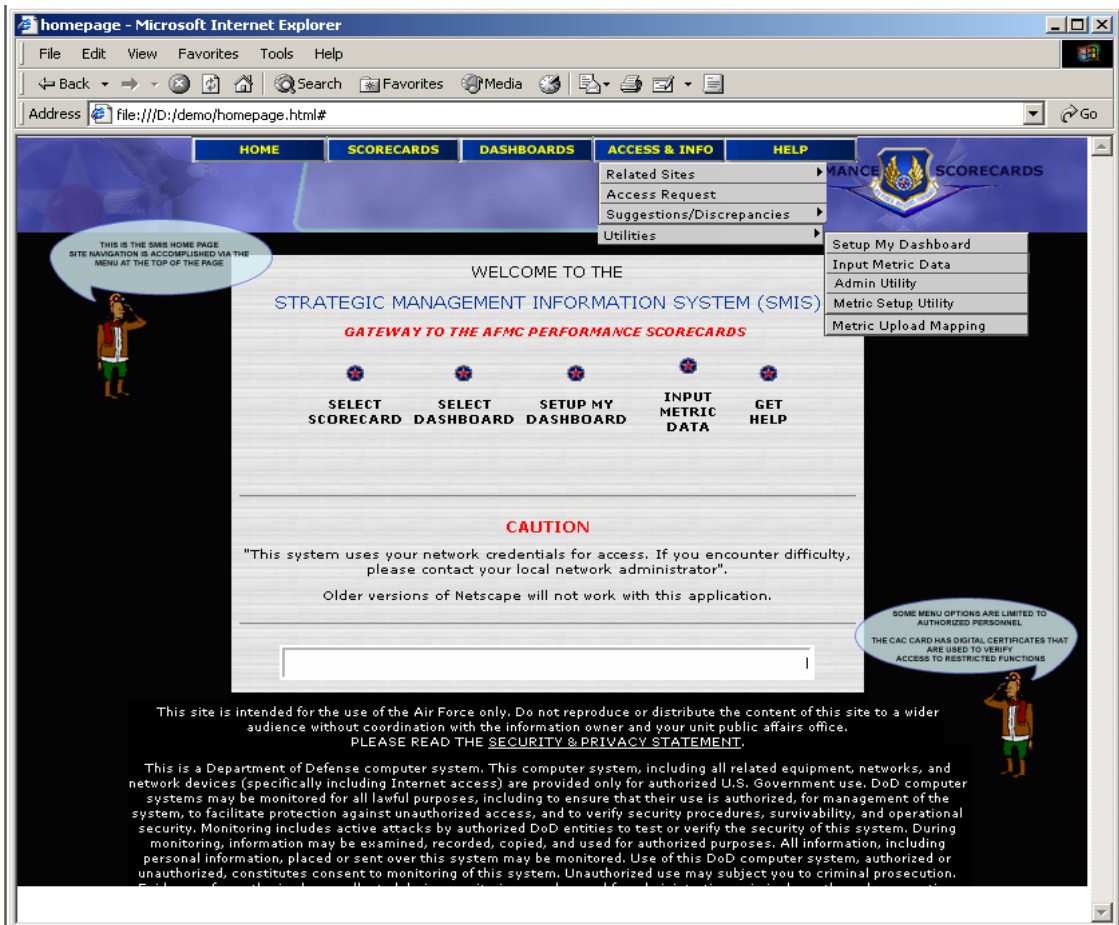
Click Setup My Dashboard – Goes to Setup Page



Click Update Profile & Click Home - Goes to Home Page



Click Input Metric Data - Goes to Data Input Page



Select Metric, Input Data, Submit, Input Comments, Release or Review, As Desired

utilities - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address D:\demo\mandataentry.html Go

HOME SCORECARDS DASHBOARDS ACCESS & INFO HELP

SCALS AND STANDARDS

THIS UTILITY ALLOWS THE USER TO ENTER METRIC DATA MANUALLY
DIALOGUE BOXES ARE TAILORED TO THE METRIC

Metric List

Direct Product Std Hrs Produced
IT Customer Survey
Infrastructure Condition Index
Installation Readiness Rating
MAR Cost
MAR Funding

IMPORTANT!
Data entered in the Preview Area will not be available for view by public until RELEASE action is taken.

Manual Entry File Upload

MONTH: SEP YEAR: 2003 GO

COMMAND ALCS

	ACTUAL	TARGET	COMMENT	LOAD
TINKER	73	75		<input checked="" type="checkbox"/>

SUBMIT CHECKED RELEASE ALL CANCEL MY DASHBOAR

COMMAND ALCS

	ACTUAL	TARGET	COMMENT
TINKER	62	75	

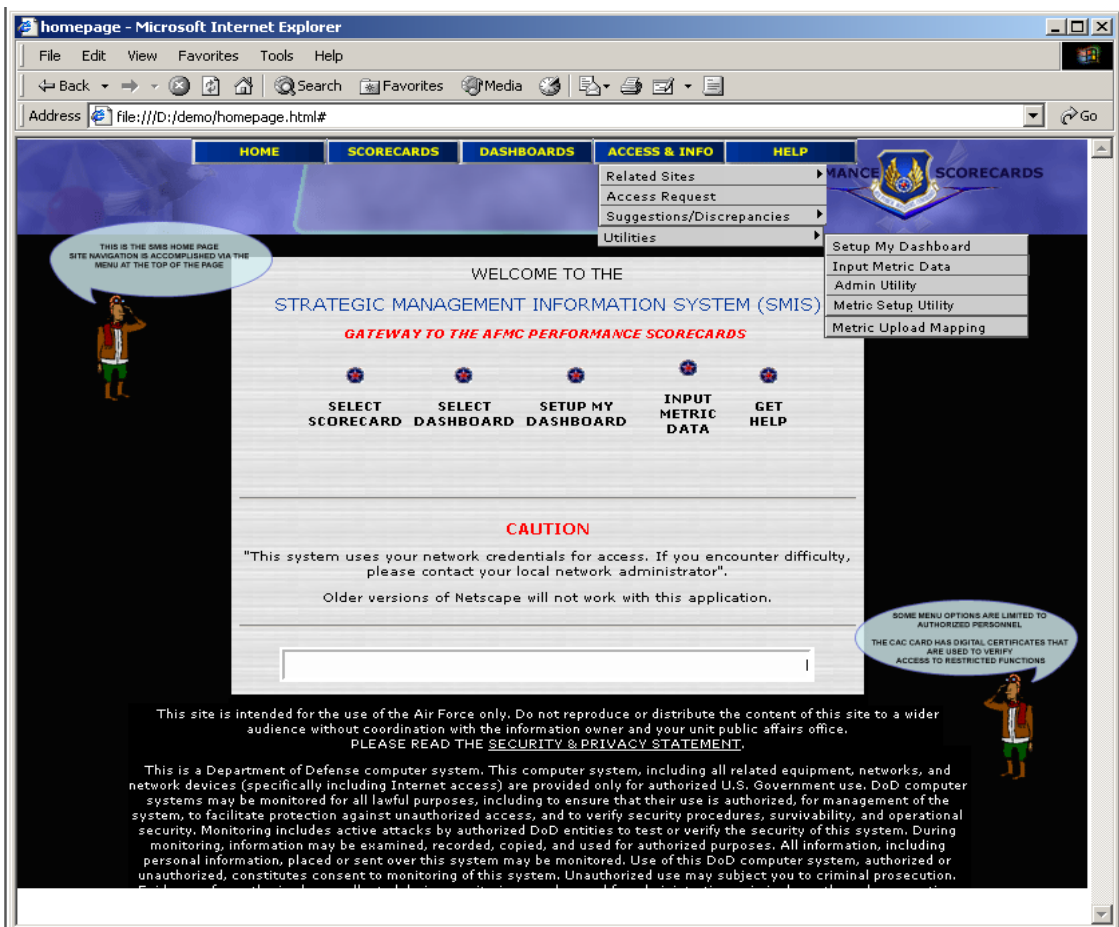
ENTERED DATA CAN ONLY BE SEEN BY AUTHORIZED PERSONS UNTIL "RELEASED" BY THE DATA OWNER

THE TOP BOX SHOWS PRIVATE DATA
THE BOTTOM BOX SHOWS PUBLIC DATA

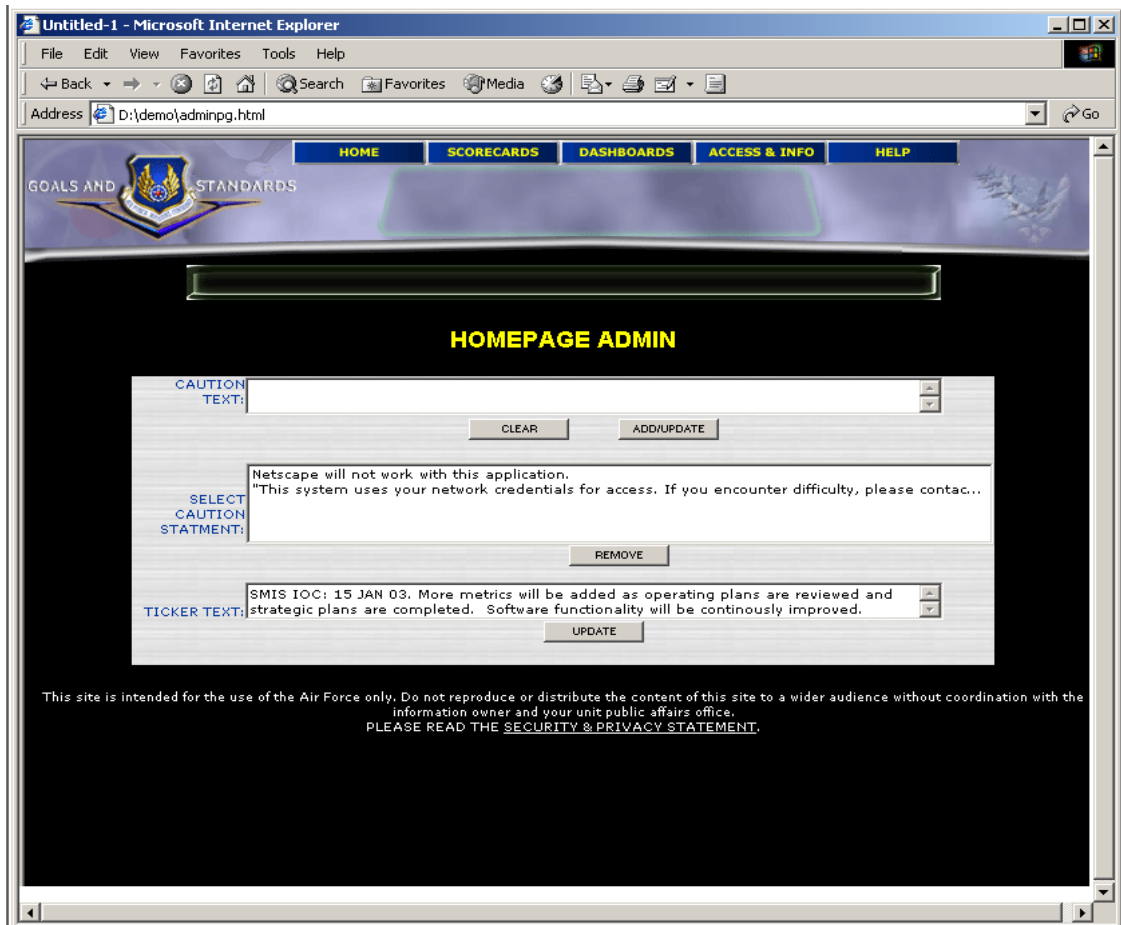
COMMENTS LEGEND

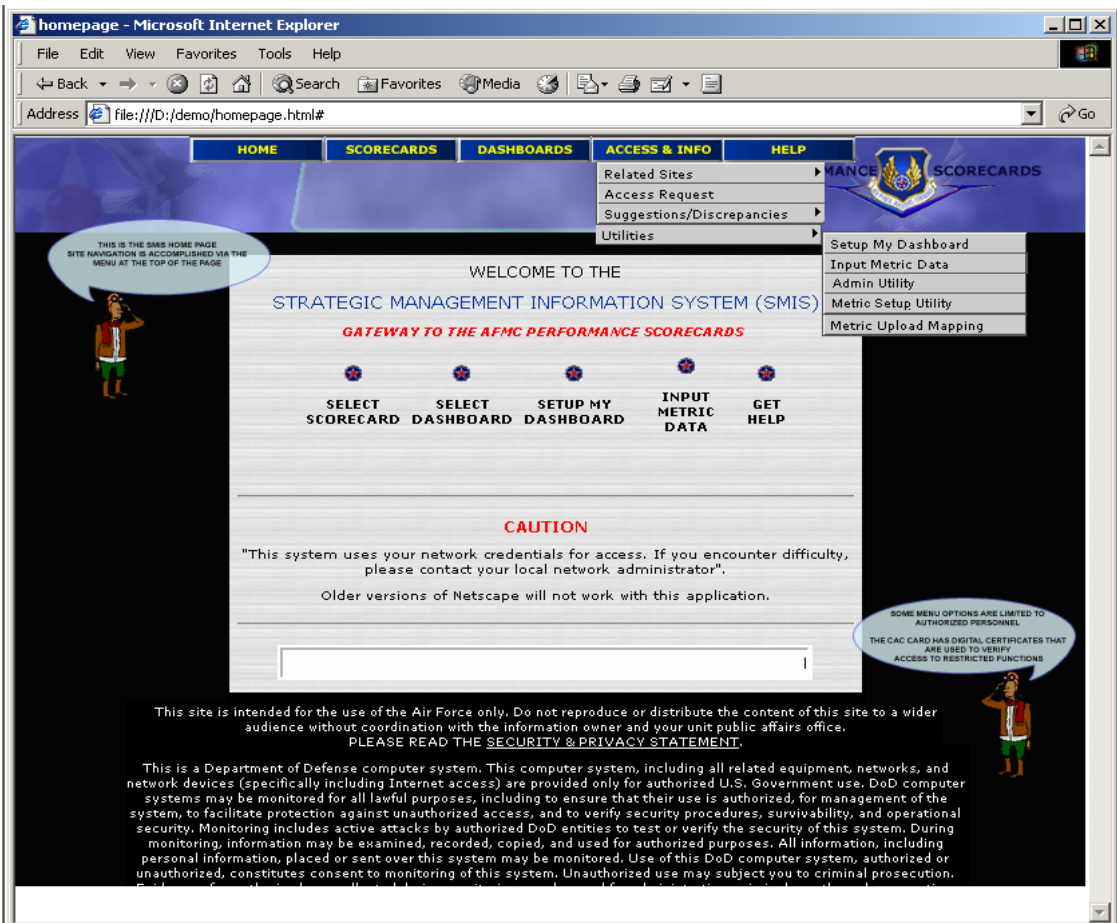
- Edit Existing Comment
- Create New Comment
- Released Comment
- No Comment Exists
- No Data Exists

Click Admin Utility - Goes to Utility Page



Change Homepage Information, Add or Update





Update Metric Data and Click Done

utilities - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Address D:\demo\metrsetup.html Go

GOALS AND STANDARDS

HOME SCORECARDS DASHBOARDS ACCESS & INFO HELP

THIS UTILITY SIMPLIFIES UPDATING METRIC INFORMATION
CLICK HOME OR DONE TO RETURN TO THE HOME PAGE

HIERARCHY

EDIT EXISTING METRIC

Select a Metric

OR ADD NEW METRIC

Add New Metric

METRIC SHORT NAME

Add Metric Short Name

ATTRIBUTES

REPORTING FREQUENCY

UNIT OF MEASURE

HIGH VALUE

HVG HVB

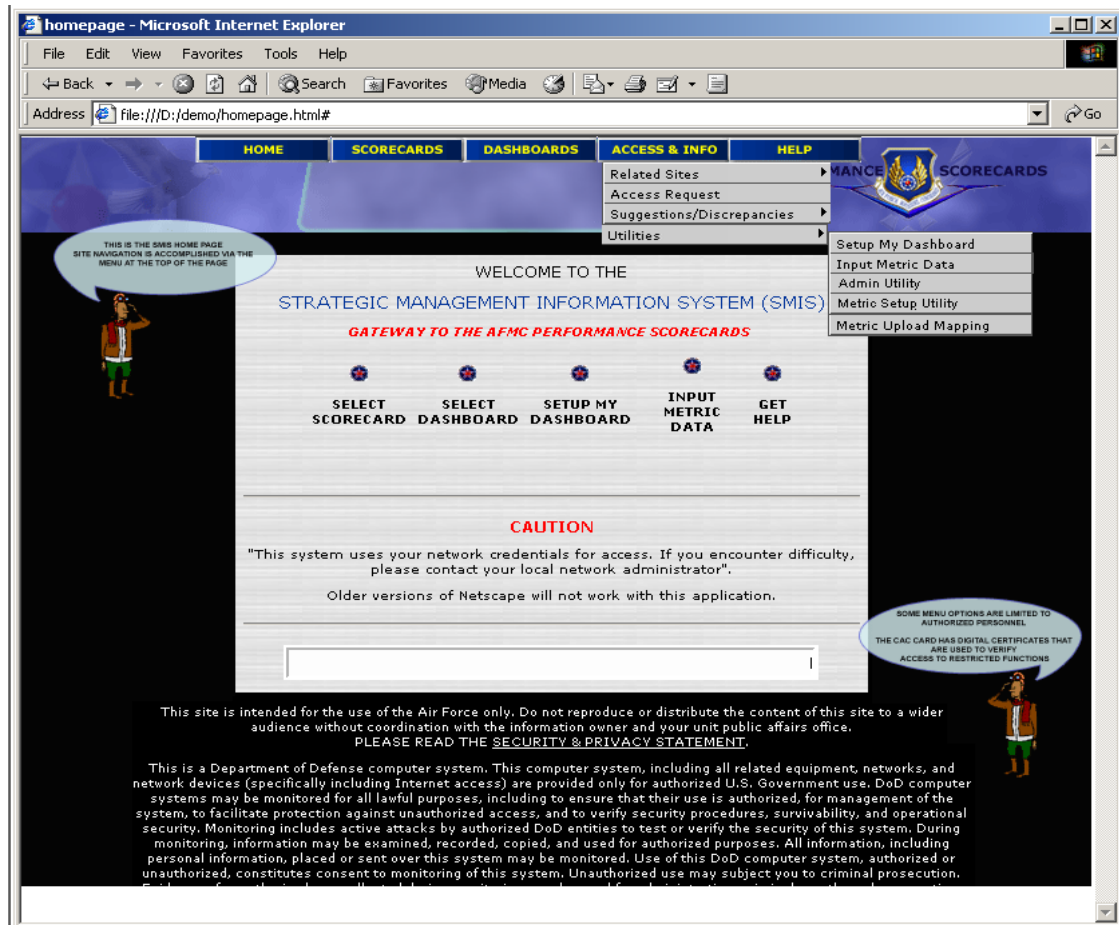
METRIC DESCRIPTION

LONG DEFINITION

DONE

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PLEASE READ THE [SECURITY & PRIVACY STATEMENT](#).

Click Metric Upload Mapping - Goes to Mapping Wizard



More Information Is Available Under “Help”

